NUIT Tech Talk

@u Email

Features, Tips and Tricks

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Agenda

• General Features
• Email
  o Labels
  o Filtering
  o Labs
• Drive
  o Forms/Surveys
  o Documents
  o Presentations
  o Collaboration
  o Offline
• Calendar
• Nicknames as an alternate address
  o johnwildcat2013@u to jwildcat@u
  o Up to 2 nicknames

• Create nicknames for your account
  o umail.northwestern.edu/manage
  o Add your nickname as a "Send As" address.

• More information on the NUIT Website.
Alternate Login for Your @u

• You can log in to your @u account using:
  o Your NetID and password
  o Your Account Username and Account Password
    ▪ Username: FirstnameLastnameYear
    ▪ Account Password: NOT your Net ID password
    • umail.northwestern.edu/manager

• Use your Account Username and Password for:
  o Setting up mail on your smartphone
  o Configuring a mail client such as Outlook
  o Logging in to multiple Gmail accounts
Useful Links

Managing nicknames and account passwords:
• umail.northwestern.edu/manage

Setting up your nickname as a "Send As" address:
• https://support.google.com/mail/bin/answer.py?hl=en&answer=22370

FAQs for your @u account:
• http://www.it.northwestern.edu/stucollab/faq.html
Questions?

Call: 847-491-HELP (1-4357)
Self-service: itsm.northwestern.edu/SM7/ess.do
E-mail: consultant@northwestern.edu
IM: www.it.northwestern.edu/supportcenter/livechat.html
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